

CHAPTER 3  
POSITION CONTROL

**Section 1. Position Status.**

(a) The status of each position shall be designated based on authorized funding, as one of the following types:

- (i) full-time;
- (ii) part-time;
- (iii) time-limited; or
- (iv) time-share.

(b) The status of position shall not have any effect on the employment status of an individual occupying the position.

**Section 2. Job Content Questionnaires.**

(a) Job Content Questionnaires. Job content questionnaires shall be prepared for each position. The original job content questionnaire shall be kept on file in the Human Resources Division; and a copy shall be retained by the agency.

(b) New Job Content Questionnaires. A new job content questionnaire shall be prepared and submitted when there are substantial and permanent changes in tasks performed by the incumbent, or when required by the Human Resources Division.

(c) Preparation of Job Content Questionnaires. Job content questionnaires shall be prepared as required by the Human Resources Division. The job content questionnaire shall be completed jointly by the employee and the employee's supervisor to accurately describe the duties and responsibilities assigned by the supervisor to the position. The content contained in the job content questionnaire is the responsibility of and determined by the supervisor.

(d) Falsification of Job Content Questionnaires. Position incumbents, supervisor(s), agency heads, and other employees shall be truthful and accurate in completing job content questionnaires and in providing other information relating to positions. Falsification of information on job content questionnaires shall be grounds for disciplinary action up to and including dismissal.

**Section 3. Task Assignments.**

(a) Agency heads, management, and supervisors have the authority and responsibility to assign tasks as necessary to accomplish the program goals of the agency. Class specifications do not prohibit the assignment of tasks not specifically listed.

(i) To the extent possible, assignments of tasks from one position to another or of new tasks shall be assigned to existing positions of similar content to eliminate or reduce the possibility of positions being reclassified to a higher grade than funding is authorized.

#### **Section 4. Position Vacancies.**

(a) **Positions Occupied by Employees on Leave.** A position occupied by an employee on educational leave, leave without pay, or other authorized leave shall only be filled by temporary appointments or interim assignments.

(b) **Vacancies Resulting from Position Reclassification.** If an occupied position is reclassified, and the incumbent does not meet the minimum requirements for the new classification, the employee shall not remain in the position for more than thirty (30) days after receipt of written notice from the Human Resources Division of its determination that the employee does not meet the minimum requirements for the new classification.

(c) **Positions vacated due to a reduction in force** shall be removed from the Agency's authorized position allocation.

#### **Section 5. Position Appointments.**

(a) **Preconditions to Appointments.** No appointment shall be made to any position unless the position has been assigned a position number and has been allocated to a classification by the Human Resources Division.

(b) **Authorization and Funding.** Before filling a vacancy, the agency head shall ensure that the position has been authorized by the Governor and/or Legislature and that sufficient funds exist for the position.

(c) **Multiple Occupancy of Position.** No more than one (1) employee shall occupy a position at the same time except under the following conditions:

(i) Appointments or interim assignments, which are made within a reasonable period prior to or following the scheduled separation of an employee;

(ii) Temporary appointments and interim assignments made to positions occupied by employees on authorized leave;

(iii) Temporary appointments to time-limited positions;

(iv) **Time shared positions.** Two (2) employee may voluntarily occupy one (1) position or three (3) employees may voluntarily occupy two (2) positions with the agency head's approval, providing that the total salary expenditures for those employees do not exceed the amount authorized for the position or positions (W.S. 9-2-1022(a)(xii)) and (W.S. 9-2-1022(f)); or

(v) Other multiple occupancies specifically approved by the Human Resources Division.

#### **Section 6. Establishment of New Positions.**

(a) When requesting gubernatorial or legislative authorization for a new position, the agency head shall provide a written request to the Human Resources Division and Department of Administration and Information Budget Division. The agency head shall provide a job content questionnaire with the written request and indicate how the new position would affect other authorized positions:

(i) A tentative classification of the proposed position shall be determined by the Human Resource Division and provide notification to the Administration and Information Budget Division.

(b) Positions Established. A new position shall officially be established when necessary funding is authorized by the Governor and/or Legislature, a position number has been assigned by the Human Resource Division and the position is officially classified by the Human Resources Division.